

Complete this **Submission Information Form** for EACH file you submit to Queens Memory. Files without complete information will NOT be eligible for preservation.

For internal use:

Photo # _____

Queens Memory

Submission Information Form

Photographs:

Date photograph was taken: _____

Location of photograph (specific address if possible):

Name of photographer: _____

Name(s) of person/people in the photo: _____

Name of event taking place in photo: _____

Organizations represented in photo: _____

Make / model of camera and software used: _____

Measurements (height x width) *ex: 5 3/4 x 8 1/4 inches* _____

Additional Notes: **any or all** of the following information:

- Context for this photo
- Relationship between photographer and the event taking place in the photo
- Description of events in the photo

Burn your photo and/or audio files to a blank CD along with (1) this completed form, (2) a Contributor Agreement and (3) a Donor Consent form from your interviewee (if applicable) and mail to:

Queens Library, Library Services Dept., Attn: Natalie Milbrodt, 89-11 Merrick Blvd., Jamaica, NY 11432

For More Information, Contact: Director, Natalie Milbrodt (Natalie.Milbrodt@queenslibrary.org)